In the Claims:

Please cancel claim 30. Please amend claims 29 and 31-32. Please add new claims 41-48. The claims are as follows:

1-28. (Canceled)

29. (Currently amended) A program storage device readable by a machine, tangibly embodying a program of instructions executable by a machine to perform method steps for coordinating a project for designing, implementing, and using a general procurement and accounts payable (GP/AP) system for a customer, said method steps comprising:

creating and maintaining a playbook database, said playbook database comprising a plurality of templates of information relating to said designing, implementing, and using said GP/AP system, said plurality of templates being particularized for the customer;

generating a playbook summary view from said playbook database;

displaying said playbook summary view, said displaying said playbook summary view comprising displaying a folders and views section, displaying a task title display and selection area, a summary task creation button, and displaying a detailed task creation button, wherein said folders and views section, said task title display and selection area, said summary task creation button, and said detailed task creation button visually appear together in ~~a single contiguous~~ an undivided display area within said playbook summary view;

said folders and views section including category buttons relating to categories of tasks associated with said designing, implementing, and using said GP/AP system,

said task title display and selection area adapted to include buttons for selecting tasks pertinent to said categories of tasks,

said buttons for selecting tasks identifying said tasks which may be so selected,

said buttons for selecting tasks adapted to be displayed in said task title display and selection area in response to a selection of a button of the category buttons;

generating and displaying a summary task template of the plurality of templates for a selected first task of the tasks identified in the task title display and selection area, said summary task template being generated and displayed in response to a selection of the summary task creation button, said summary task template including summary parameters of the selected first task, said generated summary task template being derived from said playbook database; and

generating and displaying a detailed task template of the plurality of templates for a selected second task of the tasks identified in the task title display and selection area, said detailed task template being generated and displayed in response to a selection of the detailed task creation button, said detailed task template including detailed parameters of the selected second task, said generated detailed task template being derived from said playbook database;

enabling communication between team members of a team and the playbook database via a server coupled to the playbook database and an intranet coupled to both the server and the team members, said team members having responsibility for said designing and implementing of said GP/AP system.

30. (Canceled)

31. (Currently amended) The program storage device of claim 30, ~~wherein a template of the~~ ~~plurality of templates includes or is linked to an item selected from the group consisting of a~~ ~~document, an instruction, a flow chart, a sample questionnaire, a report model, and a checklist,~~ ~~said item being pertinent to guiding, coordinating and documenting work of a team member of~~ ~~the team~~

wherein said creating the playbook database comprises creating a first template of the plurality of templates in the playbook database such that the first template includes or is linked to a document pertinent to guiding, coordinating and documenting work of a first team member of the team;

wherein said creating the playbook database comprises creating a second template of the plurality of templates in the playbook database such that the second template includes or is linked to an instruction pertinent to guiding, coordinating and documenting work of a second team member of the team;

wherein said creating the playbook database comprises creating a third template in the plurality of templates in the playbook database such that the third template includes or is linked to a flow chart pertinent to guiding, coordinating and documenting work of a third team member of the team;

wherein said creating the playbook database comprises creating a fourth template in the plurality of templates in the playbook database such that the fourth template includes or is linked to a questionnaire pertinent to guiding, coordinating and documenting work of a fourth team member of the team;

wherein said creating the playbook database comprises creating a fifth template in the

plurality of templates in the playbook database such that the fifth template includes or is linked to a report model pertinent to guiding, coordinating and documenting work of a fifth team member of the team;

wherein said creating the playbook database comprises creating a sixth template in the plurality of templates in the playbook database such that the sixth template includes or is linked to a checklist pertinent to guiding, coordinating and documenting work of a sixth team member of the team.

32. (Currently amended) The program storage device of claim 29, wherein said method steps further comprise: ~~generating and displaying the playbook summary view, said generating and displaying the summary task template, and said generating and displaying the detailed task template are utilized during performing at least one each of:~~

~~designing the GP/AP system;~~

~~implementing the GP/AP system;~~

~~using the GP/AP system;~~

optimizing a solution for out-sourcing procurement of goods and services under the GP/AP system, wherein said optimizing the solution for out-sourcing procurement of goods and services under the GP/AP system comprises utilizing said generating and displaying the playbook summary view, said generating and displaying the summary task template, and said generating and displaying the detailed task template;

~~training service providers of services to the customer;~~

managing ~~said~~ service providers of services to the customer to assure quality of service

from said service providers, wherein said optimizing the solution for out-sourcing procurement of goods and services under the GP/AP system comprises utilizing said generating and displaying the playbook summary view, said generating and displaying the summary task template, and said generating and displaying the detailed task template;

~~managing a project relating to the GP/AP system;~~ and

optimizing the GP/AP system, said optimized GP/AP system being characterized by lower costs, a paperless process, and more comprehensive service with a shorter cycle time, wherein said optimizing the project relating to the GP/AP system comprises utilizing said generating and displaying the playbook summary view, said generating and displaying the summary task template, and said generating and displaying the detailed task template.

33-40. (Canceled)

41. (New) The program storage device of claim 29, wherein said generating and displaying the summary task template relating to the selected first task comprises:

generating and displaying in the summary task template creation status items comprising: a category pertaining to the summary task template, a project team responsible for the first task, an offering type of product being brought to a client, an assessment stage of the first task, an owner of the summary task template, an author of the summary task template, and an approval status of the first task;

generating and displaying in the summary task template importance buttons comprising: an education yes/no button configured to enable election of whether or not to have a teaching of

how to do the first task included in an education package to the customer, a certification yes/no button configured to enable election of whether or not to certify a service provider of the first task, an auditable yes/no button configured to enable indicating whether or not performance of the first task by the service provider of the first task is to be audited, a milestone yes/no button configured to enable indicating whether or not the first task is critical to accomplishment of the offering type of product displayed in the creation status section, and a critical path yes/no button configured to enable indicating whether or not the first task that must be completed in order to advance to a next task in order to complete the offering type of product displayed in the creation status section;

generating and displaying in the summary task template implementation items comprising: a task order number assigned to a detailed task that shows its order under the first task, a percent completion estimate of how complete the first task is in its development for the customer, a name of the service provider of the first task, a technical team responsible for doing the first task, a priority based on whether the first task needs to be done in support of some subsequent task, an estimated time to complete the first task, and a task status indicating how far the service provider of the first task has progressed in its implementation of the first task.

42. (New) The program storage device of claim 41, wherein said generating and displaying the summary task template relating to the selected first task comprises:

generating and displaying in the summary task template summary task details comprising: a high level summary description of major operations or steps pertaining to the first task, assumptions pertaining to the first task, tasks that must be completed before the first task can be

completed, a description of tools, techniques, relationships, understandings, technical and

relationship skills and commitments, and knowledge base of the team and the customer needed to

accomplish the first task, and expected output of the first task;

generating and displaying in the summary task template approval items comprising: an

identity of approvers for the first task, a date of notification of the approvers of the first task, and

electronic signature of approval of the first task;

generating and displaying in the summary task template project reference items

comprising: general comments, a checklist of deliverables pertaining to the first task, a list of

approvers of a first document pertaining to the first task, and a listing of persons who have

modified the first document during preparation of the first document.

43. (New) The program storage device of claim 29, wherein said generating and displaying the

detailed task template relating to the selected second task comprises:

generating and displaying in the detailed task template creation status items comprising: a

category pertaining to the summary task template, a project team responsible for the second task,

an offering type of product being brought to a client, an assessment stage of the second task, an

owner of the summary task template, an author of the summary task template, and an approval

status of the second task;

generating and displaying in the detailed task template importance buttons comprising: an

education yes/no button configured to enable election of whether or not to have a teaching of

how to do the second task included in an education package to the customer, a certification

yes/no button configured to enable election of whether or not to certify a service provider of the

second task, an auditable yes/no button configured to enable indicating whether or not performance of the second task by the service provider of the second task is to be audited, a milestone yes/no button configured to enable indicating whether or not the second task is critical to accomplishment of the offering type of product displayed in the creation status section, and a critical path yes/no button configured to enable indicating whether or not the second task that must be completed in order to advance to a next task in order to complete the offering type of product displayed in the creation status section;

generating and displaying in the detailed task template implementation items comprising: a task order number assigned to a detailed task that shows its order under the second task, a percent completion estimate of how complete the second task is in its development for the customer, a name of the service provider of the second task, a technical team responsible for doing the second task, a priority based on whether the second task needs to be done in support of some subsequent task, an estimated time to complete the second task, a task status indicating how far the service provider of the second task has progressed in its implementation of the second task, people needed to support completion of the second task, and a person executing the second task.

44. (New) The program storage device of claim 43, wherein said generating and displaying the detailed task template relating to the selected second task comprises:

generating and displaying in the detailed task template detailed task items comprising: tasks that must be completed before the second task can be completed, steps that need to be accomplished to complete the second task, a description of what needs to be analyzed to generate

a right answer for the customer, an expected output of the second task, and attachments selected from the group consisting of presentation charts, questionnaires, and architecture charts;

generating and displaying in the detailed task template project reference area items comprising: comments, a check of deliverables pertaining to the second task, a list of approvers of the second task and a status of approval of the second task by the approvers of the second task, and a list of approvers of a second document pertaining to the second task, and a listing of persons who have modified the second document during preparation of the second document.

45. (New) The program storage device of claim 29, wherein said method steps comprise in conjunction with a project design and development phase of the GP/AP system:

providing and documenting in the playbook database: business controls that provide a comprehensive process that identifies key control points and establishes detailed procedures to assure a quality installation, transformation management, and SAP and requisition and catalog customization required for an integrated approach to a complete customer solution.

46. (New) The program storage device of claim 45, wherein said method steps comprise:

performing controls to prevent unauthorized modification and/or use of an application of the GP/AP system;

performing logical access control of application data pertaining to the application;

performing a logging mechanism to ensure that an audit trail is correct;

performing change control to control changes to tables and programs;

performing input controls to insure accuracy and completeness of information entering

the application;

performing processing controls for entry of data to ensure accuracy and completeness of data during computer processing;

performing error handling controls for error handling and reprocessing of transactions;

performing output controls to ensure an integrity of output data resulting from computer processing;

verifying that procedures to reconcile output to input are effective;

performing disaster recovery to provide for continuity or rapid system restoration of a business process immediately following a natural or man-made emergency or disaster;

performing records management to verify that information is managed with sound business practices and controls;

verifying that reports are distributed properly; and

verifying that any questions particular to a specific country are completed.

47. (New) The program storage device of claim 29, wherein said method steps comprise simultaneously displaying in the task title display and selection area a listing of tasks of: assessment, business controls, configuration, education, image, information technology, marketing, process, project management, SAP, testing, and transition management.

48. (New) The program storage device of claim 47, wherein said simultaneously displaying the listing of tasks comprises simultaneously displaying in the task title display and selection area:

subtasks of the task of assessment, said subtasks of the task of assessment comprising

performing customer business, developing a workshop management plan, reviewing findings from marketing, formulating a workshop approach, preparing for a workshop, presenting a service offering to the customer, formulating a proposal approach, developing and costing a proposal, and drafting and pricing a customer contract;

subtasks of the task of business controls, said subtasks of the task of business controls comprising confirming business controls requirements, confirming separation of duties requirements, conducting application systems control and an auditability (ASCA) self-assessment, conducting risk assessment, conducting an ASCA/business controls review, and confirming an image production system management strategy;

subtasks of the task of configuration, said subtasks of the task of configuration comprising defining a requisition and catalog functional detailed fit, resolving functional gaps for requisition and catalog, confirming a requisition and catalog organizational hierarchy, configuring a requisition and catalog offering, confirming and refining requisition and catalog initial settings and organizational structure, confirming and refining requisition and catalog authorizations, refining and validating a final requisition and catalog configuration, validating and customizing a requisition and catalog core application change request, refining and validating a final customization for requisition and catalog, and validating and coding bridge change requests;

subtasks of the task of education, said subtasks of the task of education comprising defining a training requirement and approach, confirming an education and training strategy, defining a SAP correction and transport process, defining and agreeing on a service level agreement, defining and administering a SAP release control process, defining a requisition and

catalog transport process, defining and administering a version control process, defining

customer user audiences and requirements, confirming user documentation requirements and

standards, conducting detailed end-user task analysis, assessing user skills and training needs,

validating end-user courses and content, identifying users and course attendees, defining and

notifying training attendees, developing user training documentation, producing customer

specific end-user documentation, confirming training evaluation materials/approach with the

customer, setting up a training system, validating training logistics, conducting pilot training with

super users, arranging documentation and training material production, identifying and

organizing internal training, conducting end-user training, conducting train-the-trainer sessions,

performing training, and conducting new buyer training;

subtasks of the task of image, said subtasks of the task of image comprising resolving

image functional gaps, configuring an image offering, refining and validating a final image

configuration, and confirming and refining image initial settings;

subtasks of the task of information technology, said subtasks of the task of information

technology comprising confirming component delivery, establishing a network/computing

hardware/software architecture, establishing an electronic data interchange (EDI) infrastructure,

conducting trading partner testing, confirming an EDI strategy, setting up image system

environments, establishing a cutover checklist and performing pre-cutover activities for an image

production environment, validating image production support for system management,

developing a reporting infrastructure, performing a bridge architecture assessment, performing a

bridge architecture integration point interfaces work session, defining a bridge architecture

project objectives document, developing and managing a bridge architecture implementation

work plan, analyzing EDI requirements, determining an EDI communication environment, analyzing a vendor master data load, analyzing operational reporting requirements, scheduling and conducting a weekly interlock meeting, setting up a SAP development/integration environment, setting up requisition and catalog system environments, setting up a consolidation/test environment, setting up a SAP consolidation/test environment, converting a vendor master into a production environment, determining EDI tasks for a production environment set up, executing a SAP cutover checklist, setting up a SAP production environment, establishing a SAP batch schedule, setting up trading partners in a production environment, establishing a cutover checklist and performing pre-cutover activities for a SAP production environment, performing on-going support activities for requisition and catalog, developing new bridges and application extensions post go live, supporting new EDI transactions post go live, executing system management security support procedures, executing data management support procedures, executing EDI support procedures, executing system management operational support desk procedures, executing system management batch support desk procedures, executing system management master data support procedures, executing production support for system management, establishing a vendor master environment, confirming the vendor master, developing a detail architecture requirements definition, analyzing a current network/computing infrastructure, determining network/computing requirements for a project, confirming and beginning a network/computing component acquisition, and ordering and delivering infrastructure components;

subtasks of the task of marketing, said subtasks of the task of marketing comprising qualifying a potential client, and developing an assessment statement of work;

subtasks of the task of process, said subtasks of the task of process comprising conducting customer introduction to procurement and A/P processes, reviewing procurement processes with the customer, reviewing A/P processes with the customer, identifying current and potential supplier catalogs for the customer, performing an assessment of the customer's purchasing business, updating and reviewing a process management and procedures manual, managing a trading partner, establishing for the customer SAP suppliers not requiring a buyer, and managing customer supplier outline agreements;

subtasks of the task of project management, said subtasks of the task of project management comprising confirming project scope and implementation strategy, confirming project organization and assign resources to roles, preparing and validating project plan and procedures, establishing a project team working environment, orienting a project team, confirming and refining project management standards and procedures, confirming and refining an issue management plan, confirming and refining project documentation, confirming and refining quality assurance standards, creating a team building plan, confirming implementation strategies, confirming system configuration standards, customizing an image offering, validating and customizing an image core application change request, confirming a testing strategy, confirming a production support and operations strategy, confirming a SAP production system, confirming a network/computing strategy, confirming a vendor conversion strategy, conducting a kick-off meeting, conducting a project team standards meeting, conducting a project team training, define system management SAP resource requirements, defining a production support accounts payable plan, defining a production support general procurement plan, confirming SAP system authorizations for a project team, confirming a requisition and catalog access control list,

defining system management image resource requirements, conducting an initial quality assurance review, conducting an initial quality assurance review, conducting project team status meetings, conducting steering committee meetings, conducting a lost bid analysis, validating production support, validating SAP production support for system management, validating production support for accounts payable, validating requisition and catalog production support for system management, validating education and training production support activities, ensuring go live check lists activities, ensuring a go/no-go decision for go live, and confirming a production environment;

subtasks of the task of requisition and catalog, said subtasks of the task of requisition and catalog comprising identifying country/global administrators, performing country administrator education, performing requisition and catalog tasks, confirming requisition and catalog for a production environment, setting up requisition and catalog tables in production, preparing requisition and catalog production copy, and executing a requisition and catalog go live checklist;

subtasks of the task of SAP, said subtasks of the task of SAP comprising confirming a SAP organizational hierarchy, defining a SAP functional detailed fit, resolving SAP functional gaps, developing and validating SAP custom programs, confirming and refining an implementation guide, confirming and refining SAP initial settings and organizational structure, confirming and refining SAP end user authorization profiles, refining and validating a final SAP configuration, validating and customizing a SAP core application change request, and refining and validating a final customization for SAP;

subtasks of the task of testing, said subtasks of the task of testing comprising confirming and refining test case templates, building a comprehensive test plan, developing a test

environment plan, creating test case specifications, building/reusing test cases, determining

testing tools, reviewing and validating a comprehensive test plan, performing a unit test,

performing a component test, performing an integration test, administering network/computing

performance monitoring, performing a system test, performing a user acceptance test, performing

other required testing, supporting comprehensive image testing, and supporting comprehensive

SAP testing;

subtasks of the task of transition management, said subtasks of the task of transition

management comprising developing an initial assessment of the customer, providing a transition

management workshop presentation, providing a transition management strategy, evaluating a

cultural impact of solution, developing/confirming a transition management plan,

building/confirming a campaign plan, updating a communication strategy, delivering an

announcement/kickoff communication, creating an incentive/reward program, assessing supplier

impacts related to transition management, assessing enterprise support impacts related to

transition management, designing detail go live material/activities, creating policy changes,

identifying/planning for security, ensuring a new process management systems is in place,

performing a client readiness assessment, performing transition management go live activities,

managing human resources activities, providing thanks to users/suppliers, monitoring human

resource issues, assessing effectiveness of a transition management program, administering a

post go live survey, and presenting and acting upon survey findings.